



# State of Kansas Assigning Mass P-Card Proxies



Statewide Management, Accounting and Reporting Tool

## Purpose

This explains how an Agency P-Card Administrator is able to assign proxies to P-Cards in mass. This would typically be used when a P-Card role needs to be assigned a proxy to multiple cards. If proxy needs to be changed on just a few cards, it may be easier to assign them directly in the Cardholder Profile. The ability to assign proxies is only available to the P-Card Administrator.

## Menu Path

Purchasing > Procurement Cards > Security > Assign Proxies

## Procedure

Enter the User ID of the individual for whom you wish to assign proxies. For example, if you want to assign a new P-Card Administrator to all your agency's cards, enter the User ID of the new P-Card Administrator. Enter Search.

**Assign Proxies**  
Enter any information you have and click Search. Leave fields blank for a list.

**Find an Existing Value**

User ID: begins with

Name: begins with

Case Sensitive

[Basic Search](#)

The resulting page will show all cards that this user currently is assigned a proxy. Note there is only one at this point. Click on the Select Procurement Cards hyperlink.

**Assign Proxies**  
**Angela R Hoobler**  
This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#)  Display Unmasked Card Number

*EmpID	Employee Name	*Card Issuer	*Card Number	*Role	Buyer Default
<input type="checkbox"/>	Dunn, David	UMB	*****	PO Central P-C	<input type="checkbox"/>

Select All  Clear All

Assign Role:

Enter your Business Unit, then select Search. The remaining cards in your agency that this user does not have proxy to will be displayed. Note there are a total of 42. Click on the Select All hyperlink, which will populate a checkmark on all lines. Then select OK.

**Select Procurement Cards**

**Angela R Hoobler**

▼ Procurement Card Selection Criteria

Business Unit:  Department of Administration

Employee ID:

Card Issuer:

▼ Select Procurement Cards

Selected	Employee Name	Card Issuer	Card Number
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****
<input checked="" type="checkbox"/>	Walters, Sally	UMB	*****

[Select All](#)  [Clear All](#)

All 42 lines are now populated on the Assign Proxies page with a checkmark to the left of each line. Identify the role that needs to be assigned as a proxy to these cards, then select the Apply button. In this case, the role is the PO Central P-Card Admin.

**Select Procurement Cards**

**Angela R Hoobler**

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#)  Display Unmasked Card Number

Assign Proxies

	*EmpID	Employee Name	*Card Issuer	*Card Number	*Role	Buyer Default		
<input type="checkbox"/>		Dunn, David	UMB	*****	PO Central P-C:	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Walters, Sally	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Walters, Sally	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Wegner, Maye	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Vazquez, Araceli	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Turner, Tanya	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Turner, Tanya	UMB	*****		<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>		Stewart, James	UMB	*****		<input type="checkbox"/>	+	-

[Select All](#)  [Clear All](#)

Assign Role:

The role now is populated for all cards. Note there are now a total of 43 cards this user is assigned a proxy to. Select the Save button to save the changes.

**Select Procurement Cards**

**Angela R Hoobler**

This is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

[Select Procurement Cards](#)  Display Unmasked Card Number

**Assign Proxies** Find | View All | First 1-8 of 43 Last

	*EmpID	Employee Name	*Card Issuer	*Card Number	*Role	Buyer Default		
<input type="checkbox"/>	[REDACTED]	Dunn,David	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Wolters,Sally	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Wolters,Sally	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Wegner,Maye	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Vazquez,Araceli	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Turner,Tanya	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Turner,Tanya	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-
<input checked="" type="checkbox"/>	[REDACTED]	Steuart,James	UMB	[REDACTED]	PO Central P-C;	<input type="checkbox"/>	+	-

Select All  Clear All

Assign Role: PO Central P-Card Admin